

Milford Police Station Building Design Committee

Meeting Minutes: 7/1/04 Chappell Professional Building

Attendance:

Mary Albina: Y
Katie Chambers: Y
Kent Chappell: N
Gary Daniels: Y
Geri Dickerman: Y
Chief Douglas: Y

Captain Fortin: N
Craig Frye: Y
Jessica Hejtmanek: Y
Bill Kokko: Y
Bill Parker: N
Steve Sareault: Y
Joe Stella: Y

Gary Goudreau, Goudreau and Associates: Y
Jeff McElravy, Kaestle Boos: Y

Chairman Joe Stella called the meeting to order at 7pm.

Joe started the meeting by stating that the purpose of the meeting was for the committee and the architect to become better acquainted. He suggested we go around the room and introduce ourselves and make a general introductory statement about our interests or concerns.

Joe introduced himself and stated that his main goal was to ensure that the design of the building be in keeping with the needs of the Police Department and that the project remains on budget.

Chief Douglas introduced himself and stated through the years, many people in town have done a great deal of research about the development of a new police station and as a result, the Chief indicated that he has a good sense of what the department needs but that he is open and interested in listening to the ideas of the design team. He indicated that he would like to see a design that is community-friendly, with a layout that is functional and that will last 20 years. He added that the look of the building should fit in with the rest of the town. He reminded Gary and Jeff that the Milford PD is not a 24 hour a day/7day a week police department but and that after 11pm, there is no one in the building and that this scenario creates security issues that need to be addressed. Chief Douglas reiterated the importance of designing a secure but community-friendly police station.

Chief added that it would be smart to include in the design the infrastructure for a communications center so that the Town can transfer everything over from MACC base system currently set up in Town Hall when necessary.

Mary clarified what MACC base is and the group discussed possible future communications scenarios.

A committee member brought up the comments that were submitted by absent committee members Kent and Bill. Kent had suggested flipping the design of the building so that the community center was on the eastern side of the site and the impound lot on the western side. Jeff began to sketch out possible scenarios and many of the committee members agreed that this layout would suit the site and the police department better as it would allow for the pedestrian connections to downtown to be maintained and good security for the police.

Katie Chambers introduced herself and described her role as being that of the committee's liason to the Town and the Board of Selectmen. She also indicated that she has been asked to find a new home for the original wooden eagle from town hall. It is currently being stored at the Andres Art Center in Brookline.

Bill Kokko introduced himself and stated that his primary concerns were with the design and construction of the building, the coordination with the police chief, and watching the tight budget. He asked Jeff and Gary when they think the committee should bring on a construction manager. Jeff replied that he recommends bringing them on ASAP. Bill asked Gary and Jeff what their reaction was to the idea of having a cellar. Gary replied that we have to first go through the programming phase and only then will we find out the cost benefit of having it there. Jeff explained that it is a question of whether or not we can put a valuable program component in that space. If not, then it is not worth it.

Steve introduced himself and informed Gary and Jeff that he is also a member of the planning board. He said that he is concerned with the layout of the site and the building be a good neighbor. He added that he would like long term thinking to be used when designing the site.

Mary introduced herself and stated that she had formerly served on the Facilities Committee. Joe added that she is the vice chair of the Building Design Committee.

Geri introduced herself and stated she is on the Facilities Committee. She stated that her primary concern was that the committee fulfill its promise to the voters, to do what the voters asked the Town to do.

Jessica introduced herself and stated her role as director of the Main Street Program Downtown Ongoing Improvement Team. She indicated her primary concerns were that the design of the structure be community-friendly and in keeping with the style and scale of downtown, and that the design of the site be done in a way that considers long term planning and possible or planned future improvements to this neighborhood and abutting neighborhoods, such as the Fletcher site. She added that the site should promote, as oppose to hinder, pedestrian connectivity to downtown. She added that Kent, Bill and Geri are all also actively involved with DO-IT.

Gary introduced himself and stated that he is currently serving on the Board of Selectmen.

Joe asked Jeff and Gary what the next step will be.

Joe asked Gary for his opinion on the construction manager method and Gary replied that it was indeed a very successful method. Gary handed out a list of names that included CM firms that included firms that he would be willing to work with and firms on which that he had received good recommendations.

Joe asked Gary if he would assist the committee in writing the RFP. Gary agreed. Joe asked how soon the CM should be brought on board and Gary replied as soon as possible, but definitely by the end of August because we will need to understand how much should go to site development cost. It was decided that a legal notice will go in the paper and a letter of interest will be sent out to various CM firms.

Joe stated that the committee is also looking to hire a Clerk of the Works and Gary agreed that that was common practice on public building projects.

A committee member asked Gary if he thought that reusing the granite would create an issue. Gary replied that no, he did not see any reason why reusing the granite would create any kind of issue. Geri informed the committee that the Masons have offered to put the corner stone in the building.

Gary asked for a clarification on the schedule. He stated it will take 5 months to produce the design documents and that will takes us to the end of December. He asked for clarification that the committee does not expect to break ground in December. Joe said no, the group hopes to go out to bid in January and break ground in spring. Steve added that perhaps the site could be prepped in fall. Gary replied that the only danger with that is that once we do that we make decisions early on that might not actually work out before the final plan is set.

Joe asked for other questions or thoughts.

Mary informed Gary that there is a drainage issue that will need to be addressed. The Cottage Street property in question has basement flooding issues that result from the current site design. Gary asked when the survey data would be available and requested that they receive it ASAP. Katie replied that it should be ready next week. Gary added that geotech needs to be brought on to do test bearings and that typically, that is the owners' responsibility to bring them on. He added that we won't need them right now but that it is something to bear in mind.

Mary asked about the possibility of holding an abutters meeting and Gary agreed it was a good idea.

Jessica handed out the 6/24/04 meeting minutes. Joe made a motion to accept the minutes and Geri seconded it. All were in favor. Meeting adjourned.

Submitted,
Jessica Hejzmanek
Committee Secretary